

**CITY OF CINCINNATI - DEPARTMENT OF LAW  
RECORDS RETENTION SCHEDULES**

| Department | Division / Subdivision | Location / Branch | Schedule Number | Record Title and Description  | Retention Period              | Media Type         | Records Commission Approval Date | Department Authority         |
|------------|------------------------|-------------------|-----------------|---|-------------------------------|--------------------|----------------------------------|------------------------------|
| Law        |                        |                   | 09-001          | All records from Real Estate Division 79-1 through 79-17 and Civil Division 79-1 through 79-17 to be deleted  | All                           | All                | 3/5/2010                         | John P. Curp, City Solicitor |
| Law        |                        |                   | <b>13-001</b>   | Schedule Numbers 09-006, 09-007, 09-010, 09-011, 09-018, 09-020, 09-021, 09-022, 09-026, 09-031, 09-040, 09-042, 09-045, 09-046, 09-047, 09-048, 09-049, and 09-053 to be deleted because those record series are either obsolete, no longer created, have been revised, or the official record copy is kept by another City Department | All                           | All                | 11/13/2013                       | John P. Curp, City Solicitor |
| Law        |                        |                   | <b>09-002</b>   | <b>Acquisition Files</b> - Filed by project/parcel number; provides details of real estate acquisitions (Contracts, agreements, Request for Legal Services, appraisals, correspondence, deeds, court records, plats, title exams, negotiator notes)   | Current + 10 years            | Paper-Electronic   | 11/13/2013                       | John P. Curp, City Solicitor |
| Law        |                        |                   | <b>09-003</b>   | <b>Active BMV Files</b> - Suspension documents  | 30 Days Past Last Appeal      | Paper-Electronic   | 11/13/2013                       | John P. Curp, City Solicitor |
| Law        |                        |                   | <b>09-004</b>   | <b>Annual Budget</b> for this Department  | 5 years                       | Paper-Electronic   | 11/13/2013                       | John P. Curp, City Solicitor |
| Law        |                        |                   | <b>09-005</b>   | <b>Attorney Working Files</b> (project files, development agreements, correspondence, contracts, deeds, leases, licenses, Revocable Street Privileges, maintenance agreements, ordinances, memoranda, public records responses and log, legislation solicitor's/attorney copies, council reports, releases/waivers, bi-monthly reports) | Current + Previous 3 years    | Paper-Electronic   | 11/13/2013                       | John P. Curp, City Solicitor |
| Law        |                        |                   | <b>13-002</b>   | <b>Case Files - Civil</b> (Complaints, answers, correspondence, discovery, pleadings, motions)  | 10 years provided no action   | Paper - Electronic | 11/13/2013                       |                              |
| Law        |                        |                   | <b>09-008</b>   | <b>Case files -False alarm</b> (Civil citation, correspondence, decisions, default notices)   | 5 yrs after closed            | Paper - Electronic | 11/13/2013                       | John P. Curp, City Solicitor |
| Law        |                        |                   | <b>09-009</b>   | <b>Case files -Vicious dog</b> (Civil citation, correspondence, decisions, default notices)   | 5 yrs after closed            | Paper - Electronic | 11/13/2013                       | John P. Curp, City Solicitor |
| Law        |                        |                   | <b>13-003</b>   | <b>Case files- Housing - Criminal</b> (citation, correspondence, complaint, answers, opinions, decisions, default notices)  | Current + 1 year after closed | Paper - Electronic | 11/13/2013                       | John P. Curp, City Solicitor |

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| Law        |                        |                           | <b>13-004</b>   | <b>Case files- Housing - Civil &amp; Office of Administrative Hearings</b> (Civil citation, correspondence, complaint, answers, opinions, decisions, default notices)  | 5 yrs after closed.   | Paper - Electronic | 11/13/2013                       | John P. Curp, City Solicitor |
| Law        |                        |                           | <b>13-005</b>   | <b>Case files - Criminal</b> (Complaint, answers, correspondence, decisions)   | Current + 1 year after closed   | Paper - Electronic | 11/13/2013                       | John P. Curp, City Solicitor |
| Law        |                        |                           | <b>09-012</b>   | <b>Claim Files</b> (Claim form, estimates, request for payment, report by department concerned, correspondence, determination, insurance documents, settlement documents, vouchers, releases, certified judgments) | 2 years after settled and appeals exhausted                           | Paper-Electronic   | 11/13/2013                       | John P. Curp, City Solicitor |
| Law        |                        |                           | <b>09-013</b>   | <b>Collections</b> (Correspondence, department invoices, small claim complaints, municipal court complaints, answers, settlement agreements, payment arrangements, notices, bankruptcy/foreclosure documents)      | 5 yrs   | Paper-Electronic   | 11/13/2013                       | John P. Curp, City Solicitor |
| Law        |                        |                           | <b>09-014</b>   | <b>Correspondence - Routine</b> letters and memos  | 1 year  | Paper-Electronic   | 11/13/2013                       | John P. Curp, City Solicitor |
| Law        |                        |                           | <b>09-015</b>   | <b>Correspondence - General</b> letters and memos  | 2 years   | Paper-Electronic   | 11/13/2013                       | John P. Curp, City Solicitor |
| Law        |                        |                           | <b>09-016</b>   | <b>Correspondence - Legislative Branch</b> letters and memos   | 3 years   | Paper-Electronic   | 11/13/2013                       | John P. Curp, City Solicitor |
| Law        |                        |                           | <b>09-017</b>   | <b>Correspondence - Executive</b>  | 5 years   | Paper-Electronic   | 11/13/2013                       | John P. Curp, City Solicitor |
| Law        |                        |                           | <b>09-019</b>   | <b>Directories</b>   | Until superseded, obsolete, or replaced. Retain one copy for 5 years. | Paper-Electronic   | 11/13/2013                       | John P. Curp, City Solicitor |
| Law        |                        |                           | <b>09-023</b>   | <b>Inventory</b> (List of City-owned property)   | Permanent   | Paper-Electronic   | 11/13/2013                       | John P. Curp, City Solicitor |
| Law        |                        |                           | <b>09-024</b>   | <b>Job Descriptions</b>  | 1 year after superseded   | Paper-Electronic   | 11/13/2013                       | John P. Curp, City Solicitor |
| Law        |                        | RC-3 required by OHS-LGRP | <b>13-006</b>   | <b>Legislation Files</b> - Ordinances and resolutions passed by Council, drafts of ordinances and resolutions not passed by Council  | Permanent   | Paper-Electronic   | 11/13/2013                       | John P. Curp, City Solicitor |
| Law        |                        |                           | <b>09-027</b>   | <b>Open Diversion Files</b>  | Until closed  | Paper-Electronic   | 11/13/2013                       | John P. Curp, City Solicitor |
| Law        |                        |                           | <b>09-028</b>   | <b>Organizational Charts</b>   | 1 year after superseded   | Paper-Electronic   | 11/13/2013                       | John P. Curp, City Solicitor |
| Law        |                        |                           | <b>09-029</b>   | <b>Payroll Attendance Records</b> for department (Record of employee sick leave, vacation, and hours worked.) Record copy in Finance Department  | Current + Previous 3 Years  | Paper-Electronic   | 11/13/2013                       | John P. Curp, City Solicitor |

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| Law        |  |                           | 09-030          | <b>Payroll Registers</b> for department. Record copy in Finance Department.   | Current + Previous 3 years                                      | Paper-Electronic | 11/13/2013                       | John P. Curp, City Solicitor |
| Law        |  |                           | 13-007          | <b>Personnel Files - Permanent Employees</b> for department (employee information, training, licenses, permits, registration.)  | 6 years after termination of employment.                        | Paper-Electronic | 11/13/2013                       | John P. Curp, City Solicitor |
| Law        |  |                           | 13-008          | <b>Personnel Files - Interns, Externs, Law Fellows</b> for department (employee information, training, licenses, permits, registration.)  | 1 year after completion of internship, externship or fellowship | Paper-Electronic | 11/13/2013                       | John P. Curp, City Solicitor |
| Law        | Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec 117.26 O.R.C. |                           | 09-032          | <b>Petty Cash Record/Receipts</b>   | 3 years after audited   | Paper-Electronic | 11/13/2013                       | John P. Curp, City Solicitor |
| Law        |  |                           | 09-034          | <b>Property Files - Easements</b> (Contracts, agreements, appraisals, Request for Legal Services, correspondence, deeds, ordinances, photographs, plats, maps, court records, and negotiation documentation)        | Permanent   | Paper-Electronic | 11/13/2013                       | John P. Curp, City Solicitor |
| Law        |  |                           | 09-035          | <b>Property Files - Leases</b> (Contracts, agreements, appraisals, Request for Legal Services, correspondence, deeds, ordinances, photographs, plats, maps, court records, and negotiation documentation)           | 5 years after expiration  | Paper-Electronic | 11/13/2013                       | John P. Curp, City Solicitor |
| Law        |  |                           | 09-036          | <b>Property Files - Street Sales &amp; Vacations</b> (Contracts, agreements, Request for Legal Services, correspondence, deeds, ordinances, photographs, plats, maps, court records, and negotiation documentation) | Permanent   | Paper-Electronic | 11/13/2013                       | John P. Curp, City Solicitor |
| Law        |  | RC-3 required by OHS-LGRP | 09-037          | <b>Property Files- Permanent Municipal Properties</b> (Contracts, agreements, appraisals, correspondence, deeds, copies of ordinances, photographs, plats, maps, court records, and negotiation documentation)      | Permanent   | Paper-Electronic | 11/13/2013                       | John P. Curp, City Solicitor |

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| Law        |                        |                           | <b>09-038</b>   | <b>Property Files- Sales</b> (contracts, agreements, appraisals, Request for Legal Services, correspondence, deeds, ordinances, photographs, plats, maps, court records, and negotiation documentation) | Current +10yrs   | Paper-Electronic | 11/13/2013                       | John P. Curp, City Solicitor |
| Law        |                        |                           | <b>09-039</b>   | <b>Property Tax Files</b> (tax bills and department authorizations)   | Current +10yrs   | Paper-Electronic | 11/13/2013                       | John P. Curp, City Solicitor |
| Law        |                        |                           | <b>09-041</b>   | <b>Records Retention Schedule</b> (Record copy with Records Commission)   | Until superseded, obsolete, or replaced. Retain one copy for 25 years. | Paper-Electronic | 11/13/2013                       | John P. Curp, City Solicitor |
| Law        |                        |                           | <b>09-043</b>   | <b>Relocation Files - Normal Code, Business &amp; Residential</b> (Client information, vacate notice, inspection report, project information, notices, move specifications, claim forms)                | Current + previous 3 yrs   | Paper-Electronic | 11/13/2013                       | John P. Curp, City Solicitor |
| Law        |                        |                           | <b>09-044</b>   | <b>Requests for Legal Services ("RLS")</b>  | Current + previous 3 years   | Paper-Electronic | 11/13/2013                       | John P. Curp, City Solicitor |
| Law        |                        |                           | <b>13-009</b>   | <b>Settlement Agreements</b>  | 6 years  | Paper-Electronic | 11/13/2013                       | John P. Curp, City Solicitor |
| Law        |                        | RC-3 required by OHS-LGRP | <b>09-050</b>   | <b>Solicitor's Opinions</b> - Filed by subject or department  | Permanent  | Paper-Electronic | 11/13/2013                       | John P. Curp, City Solicitor |
| Law        |                        |                           | <b>09-051</b>   | <b>Taxicab Driver Appeals</b>   | 1yr  | Paper-Electronic | 11/13/2013                       | John P. Curp, City Solicitor |
| Law        |                        |                           | <b>09-052</b>   | <b>Title Examination and Appraisal Files-Non Project</b> (Title opinion, deeds, appraisals)   | Until superseded   | Paper-Electronic | 11/13/2013                       | John P. Curp, City Solicitor |
| Law        |                        |                           | <b>13-010</b>   | <b>Travel Reports</b> – requests for permission to travel, travel vouchers, supporting documentation  | Current + previous 3 years   | Paper-Electronic | 11/13/2013                       | John P. Curp, City Solicitor |
| Law        |                        |                           | 14-01           | Cincinnati Elections Commission, Campaign Finance Records, Reports of Contributions and Expenses  | the most recent election, and the previous election                    | Paper-Electronic | 09/09/2001                       | Nesto, Terrance A.           |
| Law        |                        | City Hall                 | 15-001          | Cash Receipt Schedules (original to Finance)  | 1 year   | Paper            | 06/25/2015                       | Paula Boggs Muething         |
| Law        |                        | City Hall                 | 15-002          | Claim Vouchers (original to Finance)  | 1 year   | Paper            | 06/25/2015                       | Paula Boggs Muething         |
| Law        |                        | City Hall                 | 15-003          | Interdepartmental Bills (original to Finance)   | 1 year   | Paper            | 06/25/2015                       | Paula Boggs Muething         |
| Law        |                        | City Hall                 | 15-004          | Purchase Orders/Requisitions  | 3 years  | Paper            | 06/25/2015                       | Paula Boggs Muething         |
| Law        |                        | City Hall                 | 15-005          | Funding Certifications (original to Finance)  | 1 year   | Paper            | 06/25/2015                       | Paula Boggs Muething         |
| Law        |                        | City Hall                 | 15-006          | Cell Phone Invoices   | Current + 2 years  | Paper            | 06/25/2015                       | Paula Boggs Muething         |
| Law        |                        | City Hall                 | 15-007          | Desktop Phone Bills   | Current + 2 years  | Hard Drive       | 06/25/2015                       | Paula Boggs Muething         |
| Law        |                        | City Hall                 | 15-008          | Contracts - this supersedes old #09-033.  | 8 years after termination for contracts that terminate after 9/27/12.  | Paper            | 06/25/2015                       | Paula Boggs Muething         |

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| Law        |                        | City Hall         | 15-009          | Contracts - this supersedes old #09-033. | Contracts terminated between 9/28/05 and 9/27/12 will be retained until 9/28/2020. | Paper      | 06/25/2015                       | Paula Boggs Muething |
| Law        |                        | City Hall         | 15-010          | Contracts - this supersedes old #09-033. | 15 years after termination for contracts that terminate before 9/28/05.            | Paper      | 06/25/2015                       | Paula Boggs Muething |
| Law        |                        | City Hall         | 15-011          | Affidavit of Indigency                   | 1 year   | Paper      | 06/25/2015                       | Paula Boggs Muething |